

A/D Transfer Service Level List Screen

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS

TEST

Actions

- Client Search
- Providers
- Unique ID Mod
- Unique ID Merge
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General Info MH ADA I ADA II

ADA Adm Info ADA Trsfr Srv Lvl ADA Discharge Info ADA Disch Ltr DUI

Unique ID: 123401011950MHE Local ID: 007 First Name: James MI: Last Name: Bond

MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Trn

Client's ADA: Service Level Record(s)

TEDSAdmAction	Adm Sent	TEDSDisAction	Dis Sent	Transfer Type	TEDs Req	DisReasID
	N	A	N	Discharge Record	Y	196
A	N	A	N	(R)Adm/Transfer	Y	4
A	N	A	N	(A)Admission	Y	0

Add Edit Delete Cancel

To access the “A/D Transfer Service Level List Screen” from the “Client Search Screen” the following steps are required:

1. Enter an existing client Unique ID/Name on the “Client Search Screen” and click on the “Search” tab to locate an existing record. If a record exists, single click on the client record and then “Most Recent” tab which will open up the “Client Information Screen.”
2. On the top menu bar, click on the “ADA Adm Trsfr Srv Lvl” tab and the above screen will open up. **However, if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled.** By completing these two records and saving both will enable the tab to allow access to the above screen.
3. When the above screen opens, the current client’s service history will be displayed. Only “Transfer Type” transfer records can be deleted from this screen.
4. **To delete a transfer record on the above screen**, click on the transfer record to be deleted and then on the “Delete” tab. A pop-up message will ask for a confirmation of “Yes” before the record is deleted. Click on “Yes” to delete. If the client has a discharge record for this particular admission, the deletion will not occur.

5. The Add, Edit and Delete tabs will be enabled based on assigned user security
6. Cancel will return to the “Client Search Screen.”

GENERAL INFORMATION REGARDING COMPLETING A TRANSFER RECORD

A transfer record is required when a client is being moved from one ASAM level of service to another within an agency. However there are certain situations when a transfer record cannot occur and a “Client Discharge Record” will need to occur instead.

A/D Transfer Service Level Detail Screen

1. To add a new record, click the “Add” tab on the bottom menu bar of the “A/D Transfer Service Level List Screen” which opens the above screen. This screen will bring forward the information listed on the ADA admission screen. (If a discharge record already exists for a client’s admission, either a new admission record will need to be established or the discharge record for that particular admission needs to be deleted to complete a transfer.)
2. Enter the actual mm/dd/yyyy of the client’s last day of service in the “End Date” field.

A/D Transfer Service Level Detail Screen

3. In the “Transfer ASAM Level of Care/Specific Prg Begin Date” field, enter the actual mm/dd/yyyy the client began the new level of service.
4. Enter the new level in the “Transfer ASAM Level” field. Certain transfers will not be allowed and the system will alert the user when this occurs.
5. Up-date any changes that may have occurred since the last admission or transfer record. Several fields will be defaulted to a blank field which will require an update to be entered. These fields include the “**Days waiting to enter treatment**” “**Number of times arrested 30 days prior to transfer**” and the “**Frequency**” field in the Substance use section.
If the other fields are the same then they can remain as presented on the screen.
6. Click on the “Save” tab to retain the record and return to the “A/D Transfer Service Level List Screen”.
7. To edit an existing record, click on the record to be modified and then the “Edit” tab on the “A/D Transfer Service Level List Screen” Make the necessary changes on the above screen and click on the “Save” tab to retain the record.
8. Cancel will return to the “ADA Transfer Level Service List Screen”